

From: DPA EIS Helpdesk
Sent: Friday, September 26, 2003 11:27 AM
To: All DPA Division Managers
Cc: Hamm, Terry
Subject: Print Job Request Form

To All DPA Division Managers and Terry Hamm

From Systems Operations

Print Job Request Forms

After having completed a variety of print job requests, we have a better idea what information we need from you to expedite this process. We have incorporated the known options into an on-line request form.

You will find the form on the Sys Ops website <http://dpasysops.hss.state.ak.us/>, under the Help Desk section. Enter the information that applies to your print job and submit the form on-line. At this time, the actual document you want printed must be delivered to Sys Ops so we may scan it, or if the document does not include a signature, it can be sent to the EIS Help Desk electronically.

We have two color highlights, red and blue. We are in the process of ordering green highlight ink.

Please share this information with anyone in your section who submits print requests.

Thank you,

The EIS Help Desk